

# **ANNUAL ELEMENT PROGRESS REPORT**

## ***Housing Element Implementation***

(CCR Title 25 §6202 )

Jurisdiction SOUTH SAN FRANCISCO

Reporting Period 01/01/2015 - 12/31/2015

Pursuant to GC 65400 local governments must provide by April 1 of each year the annual report for the previous calendar year to the legislative body, the Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD). By checking the “Final” button and clicking the “Submit” button, you have submitted the housing portion of your annual report to HCD only. Once finalized, the report will no longer be available for editing.

The report must be printed and submitted along with your general plan report directly to OPR at the address listed below:

**Governor’s Office of Planning and Research  
P.O. Box 3044  
Sacramento, CA 95812-3044**

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**Table A**

### Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information									Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure  R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income			See Instructions	See Instructions	
1256 Mission Road	5+	Owner	0	3	4	0	7	7		Inc	Deed Restriction filed
(9) Total of Moderate and Above Moderate from Table A3						10	28				
(10) Total by Income Table A/A3			0	3	10	28					
(11) Total Extremely Low-Income Units*			0								

\* Note: These fields are voluntary

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**Table A2**

### Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c )(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity	0	0	0	0	
(2) Preservation of Units At-Risk	0	0	0	0	
(3) Acquisition of Units	0	0	0	0	
(5) Total Units by Income	0	0	0	0	

\* Note: This field is voluntary

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**Table A3**  
**Annual building Activity Report Summary for Above Moderate-Income Units**  
**(not including those units reported on Table A)**

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for <b>Moderate</b>	0	0	0	6	0	6	6
No. of Units Permitted for <b>Above Moderate</b>	0	0	28	0	0	28	34

\* Note: This field is voluntary

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**Table B**

**Regional Housing Needs Allocation Progress**

**Permitted Units Issued by Affordability**

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.												Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	565	0	0	0	0	0	0	0	0	0	0	565
	Non-Restricted		0	0	0	0	0	0	0	0	0		
Low	Deed Restricted	281	3	0	0	0	0	0	0	0	0	3	278
	Non-Restricted		0	0	0	0	0	0	0	0	0		
Moderate		313	10	0	0	0	0	0	0	0	0	10	303
Above Moderate		705	28	0	0	0	0	0	0	0	-	28	677
Total RHNA by COG. Enter allocation number:		1864	41	0	0	0	0	0	0	0	0	41	1823
Total Units ▶ ▶ ▶													
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

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**Table C**

### Program Implementation Status

Program Description (By Housing Element Program Names)	<b>Housing Programs Progress Report - Government Code Section 65583.</b> Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
1-1A - Vacant and Underutilized Land Inventory	The City shall periodically update its inventory of vacant and underutilized parcels identified in this Housing Element. The City shall also conduct a periodic review of the composition of the housing stock, the types of dwelling units under construction or expected to be constructed during the following year, and the anticipated mix, based on development proposals approved or under review by the City, of the housing to be developed during the remainder of the period covered by the Housing Element. This analysis will be compared to the City's remaining 2014-2022 Regional Housing Needs Allocation (RHNA) to determine if any changes in land use policy are warranted.	Annual	The City adopted the Downtown Station Area Specific Plan (DSASP) in February, 2015 and the DSASP implements new zoning regulations that increase height and density to permit the City to construct appropriate units to meet the ABAG Regional Housing Needs Allocation (RHNA) for 2014-2022.

1-2A Inclusionary Housing Ordinance	The City shall continue to implement the Inclusionary Housing Ordinance, in accordance with State law, requiring new for sale residential development over four units to provide a minimum of twenty (20) percent low- and moderate-income housing.	2023	<p>The Inclusionary Housing Ordinance regulations (SSFMC Chapter 20.380) are and continue to be, implemented by the City in accordance with State law.</p> <p>The Inclusionary Housing Ordinance was applied to all projects listed in Table A.</p>
1-2B - Inclusionary Housing Ordinance Review	The City shall periodically review the success of the Inclusionary Housing Ordinance, SSFMC 20.380, to determine if the objectives of the ordinance are being met. Consideration shall be made to revising provisions of the ordinance to ensure that a range of housing opportunities for all identifiable economic segments of the population, including households of low- and moderate incomes, are provided.	2023	<p>The Planning Commission and City Council have voted to amend SSFMC Chapter 20.380 (Inclusionary Housing Regulations) in 2016 to eliminate the 20% affordable housing requirement for new construction of rental projects consisting of four or more units when receiving financial assistance from the City for the sole purpose of providing on-site affordable housing units as part of the project.</p> <p>This requirement makes it difficult for the City to work with developers to provide a limited number of affordable units in their projects because any amount of City assistance would trigger the 20% requirement. Making this section more flexible allows the City to subsidize a lower number of units without triggering the 20% requirement.</p>
5-6C - Support Ongoing Operation of 90-Bed Emergency Shelter in South San Francisco	The City shall continue to support the operation of a 90-bed year round homeless shelter within the city limits.	2023	Funding for homeless services and housing was provided to Samaritan House and CORA. Combined, 193 Homeless Persons were served in an overnight shelter.
5-6D - Social Services for Housing and Homeless Prevention	The City shall continue to provide referrals to organizations helping families with social services for housing and homeless prevention.	2023	The City maintains online and handout resources for residents with housing challenges.
5-7A - Support and Promote Home Sharing	The City shall support the efforts and services of the HIP Home Sharing Program to provide an alternative housing solution for extremely low and very low income individuals and families; female-headed households; those at risk of homelessness; and others in need. The Economic Development and Housing Division will provide information about the HIP program, provide referrals, and support residents of South San Francisco who are interested in participating.	2023	The City maintains online and handout resources for residents with housing challenges.
5-8A - Provide referrals to Veterans who are homeless	The City shall provide referrals to	2023	Many of these resources are shared with applicable residents through the

or at risk of homelessness	<p>Veterans and their immediate families that are homeless or at risk of homelessness.</p> <p>Resources for referrals include the Veterans Administration (VA) National Call Center of Homeless Veterans at 1-877-4AID-VET and to the HUD-VASH program that is a joint effort between the Department of Housing and Urban Development and the VA Supportive Housing (HUD-VASH) Program to move Veterans and their families out of homelessness and into permanent housing through a voucher program that allows homeless Veterans to rent privately owned housing.</p>		<p>funded Samaritan House and CORA shelter systems. The City provides an annual grant to a fair housing service provider using its HOME Administrative funds.</p> <p>Project Sentinel, provides comprehensive fair housing services including complaint investigation, community outreach and education to San Mateo County residents. Project Sentinel assisted a total of 87 South San Francisco residents this year through their various services. Project Sentinel assisted 8 individuals through investigative work efforts, meeting their yearly goal. Five of those individuals obtained reasonable accommodations for their disabilities with their assistance. Project Sentinel continues to investigate claims for the remaining three individuals.</p>
5-9A - Amend the Zoning Code to comply with Health and Safety Code Section 17021.5 regarding employee housing for six or fewer employees	The City shall amend its Zoning Ordinance to allow employee housing in accordance with Health and Safety Code Section 17021.5, to permit and encourage the development and use of sufficient numbers and types of employee housing facilities as are commensurate with local needs.	2016	This amendment to the zoning code has not been investigated or completed since adoption of the 2015-2023 Housing Element. Completion is required by the end of 2016.
6-1A - Support Equal Housing Opportunity Laws	The City shall require that all recipients of locally-administered housing assistance funds and other means of support from the City acknowledge their understanding of fair housing law and affirm their commitment to the law. The City shall provide materials to help with the understanding of and compliance with fair housing law.	2023	<p>The City provides an annual grant to a fair housing service provider using its HOME Administrative funds.</p> <p>Project Sentinel, provides comprehensive fair housing services including complaint investigation, community outreach and education to San Mateo County residents. Project Sentinel assisted a total of 87 South San Francisco residents this year through their various services. Project Sentinel assisted 8 individuals through investigative work efforts, meeting their yearly goal. Five of those individuals obtained reasonable accommodations for their disabilities with their assistance. Project Sentinel continues to investigate claims for the remaining three individuals.</p>
6-1B - Regional Cooperation	The City shall participate with other jurisdictions in San Mateo County to periodically update the Analysis of Impediments to Fair Housing in San Mateo County, a report that helps jurisdictions identify impediments to fair housing and develop	2023	The City is a member of the 21 Elements Technical Advisory Committee, which is working to address housing shortage and displacement concerns. The full analysis of this subcommittee is forthcoming and should be available during 2016. The City was not asked to participate in a separate effort to update the "Analysis of Impediments to Fair Housing in San Mateo County" during 2015.



	solutions.		
6-2A - Legal Counsel and Advocacy Assistance	The City shall support nonprofits providing legal counseling and advocacy assistance concerning fair housing laws, rights, and remedies to those who believe they have been discriminated against. Persons requesting information or assistance related to housing discrimination are referred to one or more fair housing groups for legal services. Consistent with existing practice, brochures providing information on fair housing and tenants' rights are available at City Hall, public libraries and on the City's website. The brochures are also available at nonprofit organizations serving low-income residents. The brochures are available in English and Spanish. As funding allows, the City shall provide funding assistance to organizations that provide fair housing, tenant/landlord, and habitability counseling and other general housing assistance.	2023	<p>The City provides an annual grant to a fair housing service provider using its HOME Administrative funds.</p> <p>Project Sentinel, provides comprehensive fair housing services including complaint investigation, community outreach and education to San Mateo County residents. Project Sentinel assisted a total of 87 South San Francisco residents this year through their various services. Project Sentinel assisted 8 individuals through investigative work efforts, meeting their yearly goal. Five of those individuals obtained reasonable accommodations for their disabilities with their assistance. Project Sentinel continues to investigate claims for the remaining three individuals.</p>
1-3A - Investigate Commercial and Housing Linkage Fee	Through participation in the 21 Elements group, the City will investigate the feasibility of commercial and housing linkage fees to support affordable housing.	2015	The 21 Elements Nexus Study has been completed and the City was distributed the commercial and residential fee reports. Consideration of the reports and fee recommendations is ongoing.
1-4A - Site Acquisition	The City shall work with for-profit and nonprofit housing developers to acquire sites that are either vacant or developed with underutilized, blighted, and/or nonconforming uses for the development of affordable housing. As needed, the City will meet with developers to discuss and identify development opportunities and potential funding sources.	2023	<p>With adoption of the Successor Agency's Long Range Property Management Plan by the State Department of Finance in late 2015, the City is positioned to help coordinate the disposition of underutilized properties for development.</p> <p>To date, City staff has met with several development representatives and made one (1) property in the Downtown area available through a Request for Qualifications. This site is being considered for a workforce housing development and would be 100% affordable.</p>
1-4B - Support and Pursue Funding Applications for Affordable Housing	Consistent with existing practice, the City shall continue to support funding applications for federal and state funds to promote the development of affordable	2023	The City has applied for state funding through the Cap & Trade grant programs for monies to construct complete streets in support of pending affordable housing projects within the Downtown Station Area Specific Plan.

	housing.		Additionally, a 100% affordable rental project for very-low income seniors is currently going through entitlement review. This project will apply for affordable housing financing and the City will support the project application.
1-4C - Consider Waivers or Deferrals of Planning, Building and Impact Fees for Affordable Housing Development	Consistent with SSFMC section 20.310.004, the City shall continue to consider the waiver of application and development fees for affordable housing development in order to support the financial viability of affordable housing development. Waiver of such fees will be on a case-by-case basis at the City Council's discretion and will balance the goal of affordable housing production with the need to collect fee revenues to support other City goals.	2023	The City continues to consider permitting or impact fee waivers for an affordable housing project requiring financial assistance.
1-4D - Review New Development Requirements for Condominiums, SSFMC 19.36	The City shall review SSFMC 19.36, which requires a minimum of 5 units in order to construct new condominiums, to look at the possibility of reducing unit requirements with the intent of promoting home ownership.	2023	The City will consider analyzing this issue in the upcoming year, 2016.
1-5 - Increased Residential Densities in the Downtown Area	Through implementation of the Downtown Station Area Specific Plan, support increased residential densities and modified development standards for parcels in the downtown area to realize the objectives of the Downtown Station Area Specific Plan and General Plan policies.	2023	Adoption of the Downtown Station Area Specific Plan has accomplished this program. Expanded increases in densities within the Downtown Station Area Specific Plan, or within surrounding residential zoning districts near the Downtown area could be possible in coming years.
1-5B - Support Grand Boulevard Initiative Policies	Continue to support the guiding principles of the Grand Boulevard Initiative, which encourages the provision of medium- and high-density housing along El Camino Real in Peninsula communities, in order to create an environment that is supportive of transit, walkable, and mixed-use. The City shall reference this policy direction when considering future land	2023	The City continues to support the Grand Boulevard Initiative, in its tenth year, by providing senior level planning staff at all meetings. The adopted El Camino Real/Chestnut Area Plan, as well as the zoning update adopted in 2010, implement the guiding principles of the Grand Boulevard Initiative.

	use and zoning changes along El Camino Real, and assess the opportunity for housing development along this key corridor as development proposals arise.		
1-6A - Continue to support the development of secondary dwelling units and educate the community about this program	Actively promote community education on second units, as permitted in SSFMC 20.350.035, by posting information regarding second units on the City's website and providing brochures at the public counter in the Centralized Permit Center.	2023	Brochures are provided at the Permit Center Counter; in addition staff explores second unit options during counter discussions and during building permit plan checks. A total of 5 second units were permitted in 2015 and have been recorded with the County to reflect the legal second unit.
1-7A - Continue to identify opportunities for residential development through infill and redevelopment of underutilized sites	Through completion and implementation of the Downtown Specific Area Plan and ongoing implementation of the El Camino Real/Chestnut Area Specific Plan, the BART Transit Village Plan, the El Camino Real Mixed Use Zoning Districts the City will maintain an inventory of residential development opportunities on infill and underutilized sites with proper zoning to support both affordable and market rate housing development.	2023	The Department of Economic and Community Development - Economic Development and Housing Division maintains a list of potential development sites. Additionally, the Division is currently conducting a Request for Qualifications for several underutilized sites within the Downtown Station Area Specific Plan for potential redevelopment.
1-7B - Evaluate Downtown residential lot standards	Evaluate the feasibility of reduced lot development standards for Downtown residential zoning districts to encourage the development of new housing and ownership opportunities.	2023	Consideration of reduced lot development standards is ongoing and may be studied in 2016.
2-1A - Expedite Permit Review	To support affordable and market rate housing construction, the City shall work with property owners, project sponsors, and developers to expedite the permit review process; promote housing design and projects that meet the goals, objectives and policies of this Housing Element; provide timely assistance and advice on permits, fees, environmental review requirements, and affordable housing agreements to avoid costly delays in project approval; and interface with community groups and local residents to	2023	<p>The City continues to provide prompt customer service, and use project planner liaisons for large developments, to facilitate expedited entitlement review and processing. The year 2015 was particularly successful for staff - several new large-scale housing developments were approved under time sensitive conditions.</p> <p>The One Stop Permit center provides accessible services by Planning, Building and Public Works in one building. The One Stop Permit Center hours are from 7am-5pm. Permit processing is efficient and timely, with accessible staff. The City's Planning Commission meets twice a month and the Design Review Board meets once a month to ensure the timely processing of applications.</p>

	ensure public support of major new housing developments.		
2-2A - Ensure coordination among departments	Early in the development application process, the Planning Division shall work with the applicant and consult with other departments and divisions to ensure that necessary infrastructure is planned or is in place to support the proposed project.	2023	The Community Development Department relies on a Technical Advisory Committee and pre-submittal meetings with potential applicants to ensure a smooth application process. Representatives from Public Works, Fire Safety, Police, Water Quality and Building ensure that adequate infrastructure is planned or available to support the proposed project.
2-3A - Support regional funding programs	The City shall continue to participate with other government agencies to support regional funding programs, such as participating with San Mateo County in its Housing Revenue Bond and Mortgage Credit Certificate programs.	2023	The City continues to participate in the 21 Elements TAC meetings. The City also collaborates with HEART (Housing Endowment and Regional Trust) of San Mateo County as well as the Housing Leadership Council of San Mateo County. The Housing Rehab Bond and Mortgage Credit Certificate Programs were not utilized for any City financed construction projects in 2015.
2-4A - Continue to implement adopted design guidelines	Implementation of design guidelines applies to rehabilitation and renovation of existing structures as well as to new construction.	2023	The Residential Design Guide was adopted by the Planning Commission by Resolution No. 2471. In addition, the adopted El Camino Real/Chestnut Avenue Plan and Downtown Station Area Specific Plan includes Design Standards and Guidelines. All new projects are evaluated for consistency with applicable design guidelines.
2-5A - Disseminate Information on Affordable Housing Programs	To widen the availability of information to interested residents, the City will continue to update its website and other promotional/informational materials to include information on affordable housing, housing programs, and inclusionary units.	2023	The Department of Economic and Community Development & Economic Development and Housing Division maintains online resources for general affordable housing programs and for specific inclusionary units related to new development.
3-1A - Minor Home Repair	The City will provide funds to non-profit organizations providing free minor home repairs to assist extremely low- to low-income homeowners to bring houses into a good state of repair and maintain them as viable units in the local housing stock.	2023	<p>Minor Home Repair Programs</p> <p>Center for Independence of Individuals with Disabilities (CID): The City used CDBG funds to support CID's Housing Accessibility Modification (HAM) Program which provided accessibility modifications to eight (8) households;</p> <p>Rebuilding Together Peninsula (RTP): The City used CDBG funds to support two RTP programs, National Rebuilding Day and Safe at Home, which served seventeen (17) households in total;</p> <p>El Concilio: The City used CDBG funds to support El Concilio's Peninsula Minor Home Repair Program which served ten (10) households.</p>
3-1B - Funding Prioritization	The City shall continue to give housing rehabilitation efforts high priority in the use of Community Development Block	2023	<p>Housing</p> <p>City-sponsored Housing Rehab Program: The City issued four (4) loans, two (2) Emergency Home Repair Vouchers and one (1) Debris Box Vouchers</p>

	Grant (CDBG) funds. Funds shall be targeted towards older housing stock and to families earning less than 80 percent of AMI.		<p>Minor Home Repair Programs</p> <p>Center for Independence of Individuals with Disabilities (CID): The City used CDBG funds to support CID's Housing Accessibility Modification (HAM) Program which provided accessibility modifications to eight (8) households;</p> <p>Rebuilding Together Peninsula (RTP): The City used CDBG funds to support two RTP programs, National Rebuilding Day and Safe at Home, which served seventeen (17) households in total;</p> <p>El Concilio: The City used CDBG funds to support El Concilio's Peninsula Minor Home Repair Program which served ten (10) households.</p>
3-1C - Low Interest Loans for Housing Rehabilitation	The City shall provide low-interest loans for rehabilitation of single-family and multi-family housing by supporting the City's Housing Rehabilitation Program with continued CDBG funding.	2023	<p>Housing</p> <p>City-sponsored Housing Rehab Program: The City issued four (4) loans, two (2) Emergency Home Repair Vouchers and one (1) Debris Box Vouchers</p> <p>Minor Home Repair Programs</p> <p>Center for Independence of Individuals with Disabilities (CID): The City used CDBG funds to support CID's Housing Accessibility Modification (HAM) Program which provided accessibility modifications to eight (8) households;</p> <p>Rebuilding Together Peninsula (RTP): The City used CDBG funds to support two RTP programs, National Rebuilding Day and Safe at Home, which served seventeen (17) households in total;</p> <p>El Concilio: The City used CDBG funds to support El Concilio's Peninsula Minor Home Repair Program which served ten (10) households.</p>
3-1D - Financial Assistance for SROs	The City shall provide financial assistance, when feasible, for physical improvements to existing boarding rooms and Single Room Occupancies in the Downtown area.	2023	The City did not provide any financial assistance to Single Room Occupancies in the Downtown area in 2015.
3-2A - Enforce Housing, Building and Safety Codes	The City shall continue to aggressively enforce uniform housing, building, and safety codes as well as eliminate incompatible uses or blighting influences from residential neighborhoods through targeted code enforcement and other available regulatory measures.	2023	The City operates a Code Enforcement Division through the Fire Department. For 2015 there were up to 6 enforcement officers on staff that enforce housing, building and safety codes. Additionally, Building Division staff enforces these codes when they are out on inspections. Incompatible uses are addressed in zoning code section 20.320.
3-3A - Capital Improvement Program for Older Neighborhoods	The City shall maintain its capital improvement program to upgrade infrastructure in older neighborhoods such as Village Way,	2023	The City of SSF adopted a CIP budget of \$50.9 million dollars for fiscal years 2014-2015 and \$40.5 million dollars for fiscal years 2015-2016 with projects set for street repairs and sidewalk and municipal upgrades in the older residential neighborhoods of SSF.

	Willow Gardens, Town of Baden, Downtown (or Old Town), Irish Town, and Peck's Lots.		
3-4A - Support SSF Public Housing Authority (PHA)	The City shall support the South San Francisco PHA in its continued operation and rental of 80 units of public housing.	2023	The SSF PHA continues to receive HUD funding support and operates independently of the City.
3-4B - Examine Displacement of Affordable Housing and Lower-Income Households	The City shall coordinate with other jurisdictions in San Mateo County, under the umbrella of work to be undertaken by 21 Elements, to quantify, develop and evaluate potential strategies to address displacement of lower income residents. The City will use this analysis, in addition to other analysis, to develop potential measures and programs and the City will implement those programs, as it considers and deems appropriate, to address the risk of displacement of existing lower income residents. Displacement might be direct, caused by the redevelopment of sites with existing residential properties, or indirect, caused by increased market rents as an area becomes more desirable. The City shall monitor any such implemented programs annually for effectiveness and make adjustments as necessary.	2015	The City continues to participate in the 21 Elements Technical Advisory Group, which has begun analysis of the displacement concerns for San Mateo County. This effort is ongoing in 2016 with plans for additional subcommittee meetings and work products and strategies to mitigate displacement.
7-1A - Assist with energy/weatherization and water conserving modifications/features in existing residential rehabilitation projects	The City will continue to provide funds to non-profit organizations that provide energy efficiency upgrades and/or weatherization improvements for very low- and low-income households.	2023	Through the City's Housing Rehabilitation Program and CDBG subrecipient grants, the City encourages weatherization and energy efficiency upgrades.  The City continues to provide funding and technical assistance to energy efficiency upgrade programs, including the Home Energy Renovation Opportunity (HERO) program.
7-2A - Continue to provide information on energy efficient standards for residential buildings	The City shall promote the use of passive and active solar systems in new and existing residential buildings to ensure that State residential energy conservation building standards are met. The City's Climate Action Plan (CAP), adopted in February 2014, also includes measures to promote	2023	Building Division staff implements and enforces the California Green Building Code for all new residential and commercial projects. During residential rehabilitation projects, like Rebuilding Together, replacement of appliances/utilities includes energy and water conserving models.  The City promotes the use of solar panels with reduced permitting fees and streamlined review and inspections. In addition, the City Council adopted a Climate Action Plan (CAP) in February 2014, that sets forth reduction

	energy efficiency, which will be actively implemented.		measures that apply to residential development. Measure 3-5 in the CAP promotes energy information and sharing, and educating the community about energy-efficiency behaviors and construction.
7-3A - Title 24	<p>The City shall continue to enforce State requirements, including Title 24 requirements, for energy conservation in residential development and encourage residential developers to consider employing additional energy conservation measures with respect to the following:</p> <ol style="list-style-type: none"> <li>1. Street and driveway design</li> <li>2. Lot pattern and configuration</li> <li>3. Siting of buildings</li> <li>4. Landscaping</li> <li>5. Solar access</li> </ol>	2023	The CAP includes measures that encourage the integration of higher-density development and mixed-use development near transit facilities and community facilities, and to reduce the dependence on autos through smart parking practices. In addition, the City continues to implement Title 24 requirements through the Building Division.
7-3B - Promote Green Building Features	<p>The City will utilize the following tools to promote green building and energy conserving features in new and existing residential construction.</p> <p>¿ In 2009, the City completed the Green X-Ray House, transforming an existing single-family home into an energy efficient model home. The City will use the Green X-Ray House as a public outreach tool to disseminate information regarding energy-saving opportunities, offering regular tours to homeowners and homebuilders as well as for promotional events. This home features an array of products including solar panels, radiant floor heating and recycled glass tiles.</p> <p>¿ Staff has adopted the a Green Building Ordinance (2014).</p>	2023	Building Division staff implements and enforces the California Green Building Code for all new residential and commercial projects. During residential rehabilitation projects, like Rebuilding Together, replacement of appliances/utilities includes energy and water conserving models.
3-5A - Condominium Conversion Limitations	<p>The City shall continue to enforce limits on the conversion of apartment units to condominiums. As specified in Chapter 19.80 of the Municipal Code, condominium conversions are allowed only if they meet the following general criteria:</p> <ol style="list-style-type: none"> <li>a. A multiple-family vacancy rate of at</li> </ol>	2023	No requests or preliminary requests for consideration of a Condominium Conversion were submitted to the City in 2015.

	<p>least five percent exists;</p> <p>b. The conversion has an overall positive effect on the City's available housing stock;</p> <p>c. Adequate provisions are made for maintaining and managing the resulting condominium projects;</p> <p>d. The project meets all building, fire, zoning, and other applicable codes in force at the time of conversion;</p> <p>e. The conversion is consistent with all applicable policies of the General Plan; and</p> <p>f. The conversion creates at least five (5) condominium units.</p>		
3-6A - Monitor At-Risk Units	<p>The City shall monitor its supply of subsidized affordable housing to know of possible conversions to market rate, including taking the following actions:</p> <p>a. Publicize existing State and federal notice requirements to nonprofit developers and property owners of at-risk housing.</p> <p>b. Respond to any federal and/or State notices including Notice of Intent to Pre-Pay, owner Plans of Action, or Opt-Out Notices filed on local projects.</p>	2023	No subsidized units monitored by the City of SSF were at-risk of conversion to market rate in 2015.
3-6B - Assist Tenants	<p>The City shall assist tenants displaced by the conversion of at risk units by providing information about tenants' rights, providing referrals to relevant social service providers, endeavoring to establish a funding source to assist nonprofit organizations that support tenants, and facilitating other support as appropriate.</p>	2023	In 2015, there were no at-risk market units eligible for conversion to market rate. The City maintains online resources and brochures in the Economic and Community Development Department that detail information about tenants' rights, social service providers, and other support institutions.
4-1A - Review Projects for Major Environmental	The City shall review residential projects	2023	All projects reviewed and approved by the Planning Commission and/or City



Hazards during the Environmental Review Process	for major environmental hazards during the environmental review process. The City shall not approve the projects unless the hazards are adequately mitigated.		Council have been reviewed for consistency with the California Environmental Quality Act.
4-2A - Administer Minimum Building Security Standards	The City shall continue to administer Chapter 15.48, Minimum Building Security Standards, of the Municipal Code by continuing to route all new development applications and additions to both the Police and Fire Departments to ensure compliance with the code and to ensure that security measures are considered during the design process.	2023	The Economic and Community Development Department's project review, entitlement, and building permit processes ensure that Chapter 15.48 is administered and applied to all new development applications and additions.
4-3A - Ensure that applications for new residential land uses proposed within the 65 to 69 CNEL aircraft noise contour include an acoustical study	The City shall require that the acoustical study be prepared by a professional acoustic engineer and specify the appropriate noise mitigation features to be included in the design and construction of the new units, to achieve an interior noise level of not more than 45 dB, based on measured aircraft noise events at the land use location.	2023	All new applications for residential development are reviewed consistent with the SFO Airport Land Use Compatibility Plan (ALUCP) and adopted Municipal Code regulations. New residential projects within the 70+ dB CNEL areas are not currently permitted and new residential projects within the 65 to 69 dB CNEL noise contours require acoustic studies.
5-1A - Density Bonus for Senior Housing	The City shall include density bonus incentives specifically targeted for senior housing projects and permit reduced parking standards.	2023	There were no permitted senior housing projects in 2015; a proposal for 81 units available to low-income seniors has been proposed and is currently in the entitlement process. Density bonus incentives have been considered and proposed for the project.
5-1B - Reduced Parking Requirement for Board and Care Facilities	Encourage development of residential board and care facilities for seniors by continuing to allow reduced parking requirements for these types of facilities.	2023	The City's Municipal Code SSFMC 20.330.004 reduces parking requirements for residential care facilities as part of the 2010 Zoning Ordinance Update. The requirement is:  1 space for every 7 residents plus 1 space for each live-in caregiver. Facilities serving more than 15 residents shall also provide 1 space for each caregiver, employee, and doctor on-site at any one time.
5-2A - Ensure Consistency with State Accessibility Laws	Encourage development of residential board and care facilities for seniors by continuing to allow reduced parking requirements for these types of facilities.	2023	During the review of all new development projects and applications for modifications to existing buildings, the Building Division staff plan checks projects to ensure that all State Accessibility Laws are met in accordance with California Building Code Section 1134B.

5-2B - Promote Disabled Housing Resources and Programs	The City shall ensure that its website and handout materials regarding housing resources, requirements, and services for the disabled are updated regularly and made available to the public.	2023	The City maintains online resources and handout materials regarding housing and services for the disabled and has staff in the Economic and Community Development Department who are trained to assist with housing issues.
5-3A - Accessibility Modification Programs	The City shall continue to support programs that provide modifications that make housing units accessible to the disabled.	2023	The City provides annual grant funding to the Center of Independent of Individual with Disabilities (CID) who has a Housing Accessibly Modification (HAM) Program that provides financial assistance to people that need to made modifications to their home to allow for disabled access.
5-4A - Reasonable Accommodations	The City shall create a public information brochure on reasonable accommodation for disabled persons and provide that information on the City's website.	2023	The City provides information consistent with the program.  Additionally, the zoning ordinance update in 2010 included the addition of SSFMC section 20.510, Waivers and Modifications, that provides provisions for reasonable accommodations to ensure equal access to housing by allowing the Chief Planner authority to grant relief from zoning requirements.
5-4B - Resources for the developmentally disabled	The City shall support the Golden Gate Regional Center in its mission to serve those with developmental disabilities, disseminate information about the Center and its services, and make referrals as appropriate.	2023	The City's Zoning regulations permit Adult Day Care uses in many areas of the City by-right. These uses are typically funded in some part by the Golden Gate Regional Center to serve developmentally disabled infants, children, youth and adults.
5-5A - Support a variety of housing unit designs, including larger housing units that can accommodate large families	The City shall seek to broaden the diversity of its housing stock that is affordable to extremely low, very low, and low income households to include more units that are suitable to large families.  Currently, much of South San Francisco's affordable housing consists of single-room occupancy units and one- and two-bedroom units. The City shall work with housing developers during the entitlement process and encourage them to provide a unit mix with at least 10 percent of units having three or more bedrooms.	2023	At pre-application meetings staff discusses providing a range of housing sizes with developers during the planning stages of residential development projects prior to the submittal of a formal application.  All recently entitled developments in 2015 included a percentage of three-bedroom units, although it was below the 10% threshold.
5-6A - Support Continuum of Care Planning	The City shall continue to be an active	2023	Due to staffing shortages this year, City staff did not attend regular quarterly

	<p>participant in the Continuum of Care planning process and support its efforts to address the needs of South San Francisco residents in need of emergency shelter or temporary housing.</p>		<p>Continuum of Care meetings with the County. The City, however, continues to provide referrals to families and individuals for social services including case management and referrals for housing and homeless prevention, as appropriate.</p>
<p>5-6B - Support non-profits that offer housing solutions and services for homeless</p>	<p>The City shall continue to support non-profit organizations that offer solutions to solving homelessness and/or provide housing related services for the homeless or at-risk homeless.</p>	<p>2023</p>	<p>There is a County run homeless shelter located in South San Francisco on North Access Road. The former Redevelopment Agency regularly provided funding to the County for the operation of the shelter. As part of the 2015-2023 Housing Element update, the City conducted a capacity analysis for new emergency shelter construction within approved zoning districts.</p>

# ANNUAL ELEMENT PROGRESS REPORT

## *Housing Element Implementation*

(CCR Title 25 §6202 )

**Jurisdiction**      SOUTH SAN FRANCISCO

**Reporting Period**      01/01/2015      -      12/31/2015

### **General Comments:**

No comments.